



STATE OF MICHIGAN

Employee Orientation Survey

Using the following rating system, circle your response to the statements below:

1 = Disagree

2 = Neutral

3 = Agree

HR Office

Supervisor

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. The orientation program I received was well organized. | 1 | 2 | 3 | 1 | 2 | 3 |
| 2. The orientation program provided was helpful and informative. | 1 | 2 | 3 | 1 | 2 | 3 |
| 3. The orientation environment was inviting & comfortable. | 1 | 2 | 3 | 1 | 2 | 3 |
| 4. The length of the orientation program was appropriate. | 1 | 2 | 3 | 1 | 2 | 3 |
| 5. The orientation program provided me with a greater understanding of my department (agency) & work area.
<i>(If you disagree, please explain)</i> | 1 | 2 | 3 | 1 | 2 | 3 |

In your opinion, how could the orientation program provided by the HR Office be improved?

In your opinion, how could the orientation provided by the supervisor be improved?

Is there additional information that you feel you needed to receive to better prepare you to do your job?

Any additional comments?

Thank you for completing this survey. Please return the completed survey to your Human Resource Office within one week of your receiving it; it is not necessary to identify yourself on the form. Your comments are beneficial in ensuring that the State of Michigan maintains an effective and efficient employee orientation program.